

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : August 22, 2016

Time/Place : 6:30 PM – Van Meter Public Library, 505 Grant St.

Our Mission : The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Stats
 - d. Finances
5. Discussion Items
 - a. Farewell to President Gene Gabus
 - b. Welcoming new Trustee, Molly Maguire
 - c. Future Trustee Training
6. Action Items
 - a. Trustee Training
7. Director's Report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, June 27, 2016. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Gabus ____; Lacy ____; Seefeld ____; Backstrom ____; Durflinger ____;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #4 - Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us.

Board Member _____: So moved. Board Member _____: Second

Meeting was cancelled due to a lack of quorum. All items are rescheduled for August's Meeting

The Van Meter Public Library Board met for a regular board meeting on Monday, June 27th, 2016 at the Van Meter Public Library. Vice President Lacy called the meeting to order at 6:30 PM.

Members present at roll call: Nancy Lacy, John Seefeld, Rachel Backstrom, and Amanda Durflinger. Absent: Gene Gabus

There were no emergency additions to the agenda. Vice President Lacy reviewed the agenda and financials and asked for a motion to approve the agenda. Moved by Backstrom, supported by Durflinger. Passed unanimously.

Vice President Lacy reviewed the consent agenda, and asked for discussion. No discussion was needed, and Vice President Lacy asked for a motion to adopt the consent agenda which included the following:

- a. Minutes of the May 23rd, 2016 Van Meter Public Library Board meeting.
- b. May Claims List
- c. May Stats
- d. May Financial Statements

Moved by Durflinger, supported by Seefeld. Passed unanimously.

Discussion Items:

New Library Assistant:

The Director reported on the progress of the new Library Assistant, Jennifer Bittner, who has made rapid progress learning the ILS system and has quickly learned the library's organization system and processing methods.

Changes to the Fair Labor Standards Act Overtime Regulations:

The board reviewed the potential plan for this change. Since the Director's current salary is below the minimum threshold, the status of this position will change from exempt to non-exempt on December 1st. The arrangement for the new hourly rate for this position was discussed, which would change to \$15.89 per hour at 40 hours per week, totaling in \$33051.20, with an additional 4 hours of overtime each week at a rate of 1.5, for a grand total of \$38008.88.

Library Board Officer Nominations

The library board discussed the available officer positions, President and Vice President. Backstrom expressed interest in the position of President and Lacy expressed that she would like to remain Vice President.

Action Items:

Resolution of Hire for New Library Assistant:

Vice President Lacy asked for a motion to approve the hire of Jennifer Bittner for the position of Library Assistant at \$9.50 per hour for 20 hours per week. Seefeld moved, seconded by Durflinger. All in favor.

Change in Exempt Status and Wage Resolution for Library Director:

Vice President Lacy asked for a motion to approve the new salary status for the Director, beginning December 1st, 2016, at \$15.89 per hour at 40 hours per week, with an additional 4 hours of overtime each week. Backstrom moved, seconded by Seefeld. All in favor.

Library Board Officer Elections:

Vice President Lacy asked for nominations for the position of President. Seefeld nominated Backstrom for the position of President. Supported by Durflinger, all in favor.

Vice President Lacy asked for nominations for the position of Vice President. Seefeld Nominated Lacy for the position of Vice President. Supported by Backstrom, all in favor.

Having no further business Vice President Lacy asked for a motion to adjourn. Moved by Backstrom, supported by Seefeld. Passed unanimously.

GLBUDGRP 7/20/16
11:42

CITY OF VAN METER
BUDGET REPORT
CALENDAR 6/2016, FISCAL 12/2016

PAGE 1
OPER: JA

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	2,923.08	38,018.30	118.81	6,018.30-
182-410-6020	WAGES - PART TIME	12,000.00	.00	4,366.34	36.39	7,633.66
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	143.00	71.50	57.00
182-410-6215	PROGRAMMING	.00	.00	1,978.36	.00	1,978.36-
182-410-6220	SUBSCRIPTION	.00	.00	948.44	.00	948.44-
182-410-6230	TRAINING	250.00	.00	100.00	40.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	58.34	451.97	112.99	51.97-
182-410-6371	UTILITIES	1,700.00	70.53	1,264.93	74.41	435.07
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.52	630.26	105.04	30.26-
182-410-6408	INSURANCE	800.00	.00	.00	.00	800.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	200.00	.00	972.00	486.00	772.00-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	4,424.31	2,212.16	4,224.31-
182-410-6502	LIBRARY MATERIALS	6,100.00	205.50	5,929.49	97.20	170.51
182-410-6506	OFFICE SUPPLIES	600.00	45.18	2,259.39	376.57	1,659.39-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	55,050.00	3,351.15	61,486.79	111.69	6,436.79-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	55,050.00	3,351.15	61,486.79	111.69	6,436.79-

GLREVHRP
04.20.16

Wed Jul 20, 2016 11:41 AM

*** CITY OF VAN METER IA ***
GENERAL LEDGER REVENUE HISTORY REPORT
FROM 06/2016 TO 6/2016
(FISCAL 12/2016 TO 12/2016)

OPER: JA

PAGE 1

ACCOUNT NUMBER ACCOUNT NAME
DATE JOURNAL RECEIVED FROM/ALPHA ID

RECEIPT NO REF/DESCRIPTION

AMOUNT

REPORT TOTAL

=====

.00

GLTREARP 7/20/16
11:40

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 6/2016, FISCAL 12/2016

PAGE 1
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	61,180.72	.00	3,351.15	.00	57,829.57
Report Total	61,180.72	.00	3,351.15	.00	57,829.57

CITY OF VAN METER
BUDGET REPORT
CALENDAR 7/2016, FISCAL 1/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	4,384.62	4,384.62	10.96	35,615.38
182-410-6020	WAGES - PART TIME	10,500.00	1,273.00	1,273.00	12.12	9,227.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	.00	.00	200.00
182-410-6215	PROGRAMMING	1,500.00	.00	.00	.00	1,500.00
182-410-6220	SUBSCRIPTION	800.00	.00	.00	.00	800.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	41.10	41.10	10.28	358.90
182-410-6371	UTILITIES	1,500.00	98.84	98.84	6.59	1,401.16
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.92	48.92	8.15	551.08
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	.00	.00	.00	700.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	4,000.00	594.22	594.22	14.86	3,405.78
182-410-6506	OFFICE SUPPLIES	1,500.00	247.90	247.90	16.53	1,252.10
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	6,688.60	6,688.60	10.48	57,161.40
	PROOF	63,850.00	6,688.60	6,688.60	10.48	57,161.40

GLREVHRP
04.20.16

Mon Aug 22, 2016 9:51 AM

*** CITY OF VAN METER IA ***
GENERAL LEDGER REVENUE HISTORY REPORT
FROM 07/2016 TO 7/2016
(FISCAL 1/2017 TO 1/2017)

OPER: JA

PAGE 1

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID			

182-410-4705	DONATIONS - LIBRARY TRUST			
7/06/16	RM3316 GERI RICHARDS	18745	LIBRARY DONATIO DONATION FOR BOOKS	25.00
7/06/16	RM3316 KINNEY	18746	LIBRARY DONATIO DONATION FOR BOOKS	17.99
7/29/16	RM3365 VMUMC	18969	LIBRARY DONATIO SUMMER READING PROGRAM	526.10
7/29/16	RM3365 GERI RICHARDS	18970	LIBRARY DONATIO BOOK DONATION	25.00

ACCOUNT TOTAL				594.09
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REPORT TOTAL				594.09
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CITY OF VAN METER
REVENUE REPORT
CALENDAR 7/2016, FISCAL 1/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	.00	.00	600.00
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	594.09	594.09	.00	594.09
182-910-4830	TRANSFERS IN	59,550.00	.00	.00	.00	59,550.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
	DIFFERENCE	63,650.00	594.09	594.09	.93	63,055.91
	PROOF	63,650.00	594.09	594.09	.93	63,055.91

GLTREARP 8/22/16
9:48

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 7/2016, FISCAL 1/2017

PAGE 1
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	57,829.57	594.09	6,688.60	.00	51,735.06
Report Total	57,829.57	594.09	6,688.60	.00	51,735.06

Van Meter Public Library CirculationSummary

Transactions 6/1/2016 through 6/30/2016, VMPL

Totals for This Period

Checked out	828
Checked in	732
Renewed	103
Used in-library	0
Fines and charges	(\$7.99)
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 7/21/2016, 12:41 pm

Materials checked out	333
Materials overdue	65
Patrons overdue	27

Van Meter Public Library
CirculationSummary
Transactions 7/1/2016 through 7/31/2016, VMPL

Totals for This Period

Checked out	589
Checked in	569
Renewed	118
Used in-library	4
Fines and charges	(\$25.94)
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 8/19/2016, 4:51 pm

Materials checked out	325
Materials overdue	101
Patrons overdue	40

Van Meter Public Library
Multi-Day Circulation Statistics

Transactions 6/1/2016 through 6/30/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Wednesday	01-Jun-2016	30	12	1				
Thursday	02-Jun-2016	16	16	2				
Friday	03-Jun-2016	45	36	2				
Saturday	04-Jun-2016	24	1					
Sunday	05-Jun-2016							
Monday	06-Jun-2016	48	48	5				
Tuesday	07-Jun-2016	56	34					
Wednesday	08-Jun-2016	20	31	1			7.99	
Thursday	09-Jun-2016	66	31	5		-7.99	-7.99	
Friday	10-Jun-2016	34	27	5				
Saturday	11-Jun-2016	10	28	2				
Sunday	12-Jun-2016							
Monday	13-Jun-2016	30	51	12				
Tuesday	14-Jun-2016	23	48	3				
Wednesday	15-Jun-2016	45	14	2				
Thursday	16-Jun-2016	57	60	1				
Friday	17-Jun-2016	31	30	1				
Saturday	18-Jun-2016	8	30					
Sunday	19-Jun-2016							
Monday	20-Jun-2016	15	13	2				
Tuesday	21-Jun-2016	37	18	1				
Wednesday	22-Jun-2016	11	11	6				
Thursday	23-Jun-2016	36	26	5				
Friday	24-Jun-2016	23	22	2				
Saturday	25-Jun-2016	14	22	1				
Sunday	26-Jun-2016							
Monday	27-Jun-2016	59	42	4				
Tuesday	28-Jun-2016	21	10	1				
Wednesday	29-Jun-2016	38	36	6				
Thursday	30-Jun-2016	31	35	33				
Totals		828	732	103	0	0.00	0.00	0.00

Van Meter Public Library

Multi-Day Circulation Statistics

Transactions 7/1/2016 through 7/31/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Friday	01-Jul-2016	19	7	7				
Saturday	02-Jul-2016	7	14					
Sunday	03-Jul-2016							
Monday	04-Jul-2016							
Tuesday	05-Jul-2016	24	26	7				
Wednesday	06-Jul-2016	43	65	1				
Thursday	07-Jul-2016	14	14					
Friday	08-Jul-2016	45	64	43		10.99		
Saturday	09-Jul-2016	4	10					
Sunday	10-Jul-2016							
Monday	11-Jul-2016	13	27	1				
Tuesday	12-Jul-2016	21	17	6				
Wednesday	13-Jul-2016	28	17					
Thursday	14-Jul-2016	31	28			-19.99		
Friday	15-Jul-2016	19	18	5				
Saturday	16-Jul-2016	23	16					
Sunday	17-Jul-2016							
Monday	18-Jul-2016	23	39	4		-16.94		
Tuesday	19-Jul-2016	49	14	1				
Wednesday	20-Jul-2016	22	12	2				
Thursday	21-Jul-2016	30	19	5				
Friday	22-Jul-2016	17	34	3	3			
Saturday	23-Jul-2016	13	6	2				
Sunday	24-Jul-2016							
Monday	25-Jul-2016	25	43	2				
Tuesday	26-Jul-2016	26	9	1				
Wednesday	27-Jul-2016	18	22	1				
Thursday	28-Jul-2016	9	15	1				
Friday	29-Jul-2016	53	20	22	1			
Saturday	30-Jul-2016	13	13	4				
Sunday	31-Jul-2016							
Totals		589	569	118	4	0.00	0.00	0.00

June Statistics

Interlibrary Loan Usage

Sent to other libraries = 5

Requested from other libraries = 7

Bridges' E-book Usage

Electronic Checkouts = 76

Computer Usage

Hours of Computer Time = 476

Visitors

Library Visits = 847

July Statistics

Interlibrary Loan Usage

Sent to other libraries = 3

Requested from other libraries = 21

Bridges' E-book Usage

Electronic Checkouts = 0

Computer Usage

Hours of Computer Time = 327

Visitors

Library Visits = 610

Agenda Item #5 - Discussion Items

a. Farewell to President Gabus

b. Welcoming new Trustee, Molly Maguire

Oath of Office

The following are empowered to administer oaths and to take affirmations in any matter pertaining to the business of their respective offices: A. Mayor B. City Clerk C. Members of all boards, commissions or bodies created by law. (Code of Iowa, Sec. 63A.2)

“I, (Molly Maguire), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all duties of the office of (Library Trustee) in Van Meter as now or hereafter required by law.” (Code of Iowa, Sec. 63.10)

c. Future Trustee Training

There are numerous options for trustee training. Among the webinars and literature, the State Library also provides in-person sessions. Maryann Mori has provided the following sessions:

Trustee Training

Presented by Maryann Mori, Library Consultant
State Library of Iowa---Central District
maryann.mori@lib.state.ia.us 866-642-7917

Any of these presentations will serve as options to meet Standard 15, which states that “all members of the library board of trustees participate in continuing education each year.” The presentations require at least 60 minutes. (NOTE: For county-wide events, please schedule 90 minutes.)

Basic topics:

“Trustees: Who We Are and What We Do”

This session introduces trustees to Iowa Library Services and the many resources available at the district and state levels. The session covers topics such as the “top five things every library trustee should know,” the board’s primary roles and its relationship with the director, an overview of “the library team,” and general meeting procedures—including information about the Open Meetings Law. This presentation meets Standard 12 regarding “an orientation program for new board members,” Standard 13 about legal matters, and also Standard 15 about “continuing education” for all trustees.

More advanced topics:

“Intellectual Freedom, Censorship and Confidentiality”

This session will review legal aspects of the three session topics, discuss policies that affect privacy, and provide a real-life example of how to respond positively to a negative challenge. Since trustees adopt policies and oversee the library’s collection (in the big picture), it is imperative that trustees understand these most important foundations of librarianship.

“Policy Development: Fitting All the Pieces Together”

Trustees are the only individuals who can adopt library policy. It is therefore important to have a good understanding of policy development. This session examines the four parts of a policy, as highlighted in ALA’s book about Policies for Results.

“Public Libraries & Economic Development”

Your library is “an important and dynamic part of the community’s learning infrastructure which supports local economic development” (Urban Libraries Council, 2007). In this session we’ll discuss ways to capitalize on this quality to make your library more visible and valuable in the community. Topics include how your library’s current and potential services sustain the community, and resources you can use to advocate for your library. Originally presented at State Library Town Meeting, Sept 2014

“Wine Tastings, Drug Tests and Gun Bans: Librarians’ Top 10 Legal Questions”

Can my library host a wine tasting? Do all my volunteers need a drug test? Can I post a sign banning guns at the library? These are just a few of the legal questions librarians ask. State Law Librarian, Mandy Easter, provided information along with Maryann Mori to present “Librarians’ Top 10 Legal Questions” as a webinar in October, 2013. Maryann is willing to review this information with trustees.

“The Future of Public Libraries: Traditions, Trends and Telling the Future”

The title says it all. This session looks at the traditional role of libraries, current trends, and the future direction of public libraries.

“Teen Spaces, Places and Faces”

Learn more about the opportunities to effectively grow your library’s services for teens. Realize the benefits of having a designated teen space, and get practical ideas on how you can turn even a small corner into a cool space for teens.

“Building a Building Project”

Containing the advice of two librarians who have experience with multiple building projects, this session helps boards understand some of the very first steps and requirements of a building project. Highly recommended for libraries just starting to consider such a project.

“Planning For Results” (PFR)

This presentation is designed as an introduction to PFR---for those libraries that are contemplating strategic planning. PFR is a facilitated community planning option that libraries can use to help prepare their written plans, per Standard 16.

If you don’t see a topic on this list that you’d like to have as a presentation, just ask about it; Maryann is willing to customize training for your board. Contact her!

Other ways to fulfill Standard 15 regarding continuing education for trustees:

There are several ways you can meet Standard 15's requirement for board c.e. training. You can regularly take just a few minutes at each meeting to share highlights of the Trustee Handbook, to review an article pertaining to studies/services/etc. regarding libraries (i.e. e-books, maker spaces, library trends, etc.), or to share highlights of some recent trainings you've attended. Those mini-monthly-minutes can add up to "annual training." You can also have your trustees participate in webinars. To get credit for the ENTIRE board, you will either need to have all members participate in the webinar, or those who participate must provide a summary of the training (with highlights) to the entire board. You can view recorded webinars from our organization here:

<http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/conted-ials/archives-webinar>

Additionally, there is the annual ILOC conference (Innovative Libraries Online Conference) that is sponsored by Iowa Library Services (usually in January or the early part of the year). There is always an evening keynote speaker that specifically addresses trustees. This conference was formerly known as ISLOC (Iowa Small Libraries Online Conference), and past ISLOC sessions are recorded and available on our website as well. <http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/isloc/islocresources>

Finally, it's ideal if the district consultant can conduct a county-wide trustee training session. It's a nice way for trustees to meet each other (from other surrounding libraries) and for the consultant to cover a lot of territory in only one presentation.

Agenda Item #6 - Action Items

a. Trustee Training

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed timeline and sessions for Trustee training?

Board Member _____: So moved. Board Member _____: Second.

Director's Report

News

The Library Foundation has received a Federal EIN for tax filing purposes, which means we are very close being finished with the set-up process. I will be following up with Erik Fisk in the coming weeks.

Jennifer is done barcoding the Adult fiction and has now moved on to the Adult nonfiction, which should take about two weeks to complete (probably less) based on her current rate of completion. When that is finished, I can comfortably say that 90 percent of the collection is completed. We will begin inventory, which shouldn't take more than 3-4 weeks at most, to find any materials that were missed.

Our next focus will be getting spine labels correct on all the materials to help improve shelf organization. I am also considering changing the organization of the fiction and DVD collections during this time, creating sections for different genres (Sci-Fi, Mystery/Suspense, Horror, Romance, etc.)

Annual Report

I will be giving the library's annual report to the council during September's meeting. I was going to give it in August, but there was a lot on this month's agenda, and since we did not meet last month I thought it best to wait. As mentioned last month, if the board has anything special for me to cover in my report this year, please send me know and we can discuss.

County Wide Event

**DALLAS
COUNTY
reads
1 BOOK**

**TUESDAY
SEPTEMBER
20TH**

NEW YORK TIMES
BEST SELLING AUTHOR

**HEATHER
GUDENKAUF**



**READ & MEET
5:30PM**

HOTEL PATTEE
HORS D'OEUVRES &
REFRESHMENTS
TICKETS REQUIRED
\$12



**AUTHOR TALK
7:00PM**

PERRY
PERFORMING
ARTS CENTER
FREE

SPONSORED BY THE DALLAS COUNTY LIBRARY ASSOCIATION
FOR MORE INFORMATION GO TO WWW.DCLA-IA.ORG

Agenda Item #7 - Director's Report

Agenda Item #8 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member _____: So moved. Board Member _____: Second.

Sample Language: The meeting is adjourned. Thank you.